

Who we are:

The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has close to 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

For more information on the department, please see link below:

<https://www.tn.gov/tdot/t/tdot>



Transportation Program Supervisor

Engineering Operations Division

Location: Nashville, TN

Compensation: \$4,296 monthly

Overview

The Tennessee Department of Transportation is currently hiring for a Trans Program Supervisor to work in the Engineering Operations Division located in downtown Nashville.

Responsibilities

- Serve as subject matter expert in fleet management database operating systems. Maintain contact with regional personnel for assistance with problem solving within Fleet Management database and operational functions.
- Support the creation, development, and presentation of engineering operations content and curriculum for programs like Fleet management, garage operations, agency and statewide contracts, and GPS. Collect, analyze and evaluate data using spreadsheets, presentations, forms, form letters, publications, memos, database queries, logs, and other systems to facilitate accurate data gathering, tracking, training, efficiency and dissemination while providing information to upper level management.
- Monitor complex budgets for statewide programs. Providing upper management with timely reporting of expenditures and budget balances.
- Managing specification development of equipment for competitive bid process. Oversee the research and development of these specification to ensure compliance with procurement rules and regulations.
- Review of standard operating guidelines (SOG) for multiple statewide programs. Work with field operations to ensure availability, understanding, and compliance to SOG's.

Qualifications

- Bachelor's degree required
- Three years of full-time professional work in one of the following areas: 1) Monitoring or overseeing programs or related projects to determine compliance with organizational rules, regulations, or related standards; 2) Developing or implementing accounting systems or programs with services covered by organizational rules, regulations, or related standards.
- Legally authorized to work in the U.S.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.